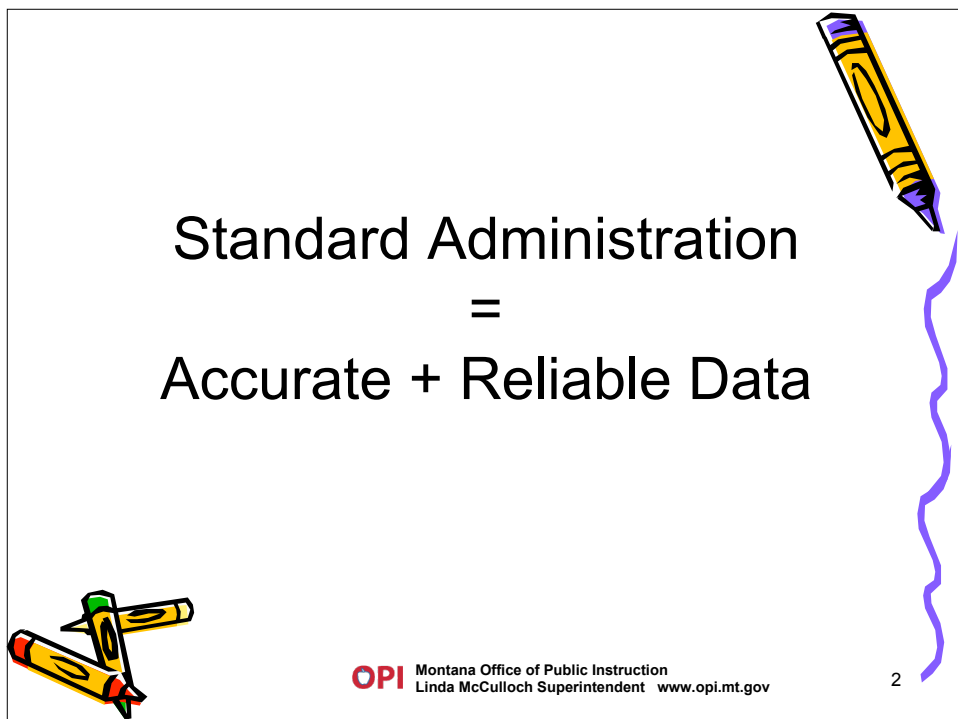


Montana Comprehensive
Assessment System
MontCAS

*Guidelines and Procedures
for Test Security
2007-2008*

OPI Montana Office of Public Instruction
Linda McCulloch Superintendent www.opi.mt.gov

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Standard Administration
=
Accurate + Reliable Data

OPI Montana Office of Public Instruction
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Agenda

- Purpose of Guidelines
- Materials
- Definitions
- Training
- Contacts



Purpose of Guidelines

- Maintain integrity of the Montana Comprehensive Assessment System
- Standard procedures and standard conditions
- Accurate, reliable, and valid results



Materials

- *Guidelines and Procedures for Test Security--2007-2008*, prepared by OPI
 - To be used in conjunction with MontCAS, test coordinator and test administrator guides and manuals
 - Online:
<http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf>
- MontCAS, Phase 2 materials prepared by OPI and Measured Progress



Test Coordinator /Administrator Guides and Manuals--MontCAS Phase 2

- CRT Test Coordinator's Manual
 - Mailed to System Test Coordinators in pretest package
 - Online by January 31, 2008
<http://www.opi.mt.gov/Assessment/Phase2.html#TA>
- CRT Test Administrator's Manuals
 - Mailed to System Test Coordinators
 - Online by February 7, 2008
<http://www.opi.mt.gov/Assessment/Phase2.html#TA>
- CRT-Alternate Administration Manual
 - Online by January 31, 2008
<http://www.opi.mt.gov/Assessment/Phase2.html#TAAlt>



Test Security Issues

- Testing Irregularity
- Secure Test Materials
- Procedural/Administration Issues
 - Security Breach
 - Coaching
- Reporting
 - Testing Irregularity Report (TIR)



Testing Irregularity

- Definition: Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data.
- Includes any actions or precautions that vary from directions specified by testing contractor manuals or OPI.
- Can constitute a security breach which could result in invalidating student scores and impacting AYP determinations.



Test Security--Materials



All test items and responses to those items are secure materials and may not be copied or duplicated in any way.

- The test coordinator is responsible for collecting, inventorying, and returning all test booklets to Measured Progress.
- Test coordinators are responsible for the security of answer documents and the return of them to the testing contractors.



Secure Test Materials



- Test booklets, answer documents and other materials defined by OPI or testing contractor as secure.
- These must be kept in a secure location and not copied.
- System and school test coordinators are responsible for secure test materials.
- Not maintaining the security of materials is a security breach.



Procedural--Security Breach

- A security breach is a violation of a testing procedure that gives an unfair advantage to a student or a group of students and could jeopardize the security and integrity of the tests and/or resulting data.



Accommodations

- Remember accommodations are determined on an individual, not a group, basis.
 - For the CRT, accommodations are available to all students on an individual basis and if the accommodation has been a part of the student's classroom and assessment routine for 2-3 months prior to testing.



Maintaining a Standardized Test Environment

- List of “Do NOT” activities is on page 3 of the *Guidelines and Procedures for Test Security*
 - Cannot answer questions related to the test
- Refer to page 4 of the *Test Security Guidelines* for the list of “Do” activities
 - Cover or remove bulletin boards and instructional aids
 - No student should have any form of assistance or material that other students do not have.



Coaching

- Coaching is a type of a procedural security breach.
- Examples:
 - Providing answers to students
 - Changing student responses
 - Influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections, or any other manner of assistance that could impact a student's answers.



OPI Test Security--Reporting

- Any concern about breaches in test security or noncompliance with test administration procedures must be reported immediately to the principal and system test coordinator and to the State Assessment Director.
- *OPI Guidelines and Procedures for Test Security*
 - This OPI publication outlines procedures for reporting testing irregularities and should be made available to system superintendents, principals, and test administrators.
 - Contains the form for reporting a breach in test security or noncompliance with test administration procedures: Testing Irregularity Report (TIR)



Test Security Documentation

Form 1:

- Information sheet for teachers describing their test security responsibilities.

Form 2:

- System Test Coordinators return to Measured Progress with school's used Student Response Booklets (SRB) after testing.

Form 3:

- Principals/ Authorized Representatives return to Measured Progress with school's used Student Response Booklets (SRB) after testing.



Training so that . . .

- everyone understands the procedures for administration.
- the test is administered in a comparable way in all locations across the state.
- quality control procedures are utilized when returning test materials.



Training Resources PowerPoint Presentations

- On CRT Training CD from Measured Progress
 - CRT—including with pretest materials and online
<http://www.opi.mt.gov/Assessment/Phase2.html#TA>
 - CRT Accommodations Guidelines —included with pretest materials and online
<http://www.opi.mt.gov/Assessment/Phase2.html#Accom>
- On CRT-Alternate Training CD from Measured Progress
 - CRT-Alternate—including with materials kits and online
<http://www.opi.mt.gov/Assessment/Phase2.html#TAAlt>
- On Test Security Training CD from OPI
 - Test Security— mailed by OPI and online
<http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf>



Testing Contractor Contacts ~ for Clarification of Specific Procedures

- MontCAS, Phase 2, (CRT and CRT-Alternate)
 - Measured Progress
 - Dan Verdick
 - 1 (800) 431-8901 x2220
 - DVerdick@measuredprogress.org



Office of Public Instruction Contacts

- **Judy Snow, State Assessment Director**
 - 406-444-3656; FAX: 406-444-0743
 - jsnow@mt.gov
- **Karen Richem, Assessment Specialist**
 - 406-444-0748
 - krichem@mt.gov
- **Gayle Allen, Administrative Specialist**
 - 406-444-3511
 - gallen2@mt.gov
- **OPI FAX number and mailing address**
 - 406-444-0743
 - P. O. Box 202501
 - Helena, MT 59620-2501



Thank You

Your comments, questions, and feedback
make it possible for future
improvements in the system.

